

COVID-19 UPDATES EXAMINATION OFFICE (21.12.2020)

1) EXAMS WINTER SEMESTER 2020/21

REGISTRATION

The **registration for your exams** for the winter semester 2020/21 via FlexNow is **possible from 15th November 2020 to 15th January 2021**.

Different registration deadlines will be announced during the courses.

If you do not have a card reader, the registration is also possible via **mobile phone-app**. You can find the instruction manuals for the app-registration on the FlexNow webpage:

<https://www.flexnow.ruhr-uni-bochum.de/>

Please choose the English version. 

There will be **compulsory registrations** for the **compulsory courses** in the winter semester 2020/21 made automatically by the Examination Office. This means that if a compulsory subject has not been passed, cancelled or failed or a medical certificate has been submitted, an automatic registration for the resit examination will take place in the winter semester. An automatic registration also takes place if the compulsory modules were not taken independently in the 2nd or 3rd semester. The first semester students need to register **for all exams** in FlexNow **independently** within the registration period.

In the **compulsory optional courses part**, courses with a **max. scope of 40 credit points** can be selected. If you want to register for **more compulsory optional subjects**, please select these subjects as **optional courses**.

You have the possibility to shift a course from one section to another at any time by writing an informal e-mail to the Examination Office.

NOTE: After each registration or cancellation please check **carefully** in FlexNow if you are registered for the exam you want to take or if you have cancelled the exam you do not want to take. You will **always** receive a confirmation e-mail to your RUB address; please do not delete these e-mails.

Please do not forget to register also for **seminar papers, project works or homework**, if needed.

To register for optional courses or block courses you cannot find in FlexNow, please register directly by contacting the lecturer.

Applications for disadvantage compensation must be submitted to the Examination Office during the registration phase (15.01.2020 - 15.01.2021) via e-mail (konstanze.schneider@rub.de).

CANCELLATION

Cancellations of the registration for exams in the Master's program Computational Engineering in the winter semester 2020/21 are possible until **one day before the exam date** in FlexNow or by email to the examination office (konstanze.schneider@rub.de). Due to the Corona pandemic, an additional cancellation option will be granted for each exam in the winter semester 2020/21. This also applies to students of the first semester in the Master's program Computational Engineering.

Free attempt: According to the decision of the Rectorate of the Ruhr-Universität Bochum, exam attempts that are taken and not passed in the winter semester 2020/21, will not be counted.

For examinations, for which the „free attempt rule“ applies in the next to last (i.e. second of three possible) attempts, a complementary oral examination can be taken only once. The decision whether to claim the complementary oral examination for the free attempt or, if applicable, for the following attempt is made when you register for the oral examination. The registration for the complementary oral examination must be submitted to the examiner no later than one week after the inspection of the exam. In principle, you are only entitled to an oral complementary examination if you have achieved at least 35% of the points required to pass the written exam.

Medical Certificates for examinations must be sent digitally during the reduced operation (as a scan or photo of the fully [completed form](#)) to konstanze.schneider@rub.de.

GRADE IMPROVEMENT

You have the possibility to improve the grade of **3 subjects**. So please choose those subjects wisely. In case you want to use an **improvement attempt**, you have to **register via e-mail** (konstanze.schneider@rub.de).

2) MASTER THESIS

To register your final theses, please send an email to the Examination Office (konstanze.schneider@rub.de). The confirmation of registration will be forwarded to the supervising chair. The possibility of issuing the topic, which can also be done by e-mail if necessary, should be clarified with the supervising chair. Please only **use your RUB e-mail address** for communication with the Examination Office.

Theses, which have to be handed in during the reduced operation, have to be sent as a pdf-document via e-mail to konstanze.schneider@rub.de and the supervising chair. The printed version can be submitted after the reduced operation. For the **presentation of final theses**, video-based presentations are preferred. **Extensions of theses** can be requested informally via e-mail to the Examination Office and the supervising chair. Please only use your RUB e-mail address for communication with the Examination Office.

Students can apply for an **extension of their final Master thesis** via e-mail with the required form to the Examination Office and the supervising chair.